



STATE OF TENNESSEE
DEPARTMENT OF PERSONNEL
April 2005
OPEN COMPETITIVE
CAREER SERVICE EXAMINATIONS

CLASS TITLE	CLASS CODE	ANNUAL RANGE
CADD Technician 1 (A)	97441	\$19,656 - \$31,464
Driver Control Manager 1 (F)	36983	\$31,008 - \$49,296
Driver Control Manager 2 (F)	36984	\$36,792 - \$58,428
Geographic Information Systems Technician 2 (K)	93472	900
Motor Carrier Director (F)	75810	\$38,268 - \$61,032
Program Analyst 3 (K)	75523	900

LEGEND

- A - Job classification will have a change in MINIMUM QUALIFICATIONS effective April 7, 2005.
- B - A NEW CLASSIFICATION and REGISTER will be ESTABLISHED effective.
- C - Register was ABOLISHED and REESTABLISHED effective.
- D - Job classification will be ABOLISHED effective.
- E - Job classification will have a TITLE CHANGE effective.
- F - Job classification will have a change in SALARY effective April 7, 2005.
- G - Job classification will be converting from EXECUTIVE SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective.
- H - Job classification will have a change of Probationary Period from 6 months to 1 year.
- I - Applicants submitting an application for this job classification must take and pass a job related written Test and/or performance test to receive an examination score. Tests are administered on a daily basis at the Department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
- J - Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective April 23, 2005.
- K - Job classification will be converting from CAREER SERVICE to both EXECUTIVE SERVICE and CAREER SERVICE effective April 7, 2005.
- L - Job classification will be converting from both EXECUTIVE SERVICE and CAREER SERVICE to CAREER SERVICE effective.
- M - Job classification changed examination method from Competitive to Non-Competitive.

POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

!! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination. **ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED.** Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website(www.state.tn.us/personnel). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

!! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

CADD TECHNICIAN 1

SUMMARY: Under immediate supervision, performs computer aided drafting and design (CADD) work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry level class in the CADD Technician series. An employee in this class uses CADD software and equipment to prepare either routine plans or maps and to perform routine calculations for construction or cartographic projects. This class differs from CADD Technician 2* in that an incumbent of the latter performs at the working level.

*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS:

Education and Experience: Education equivalent to graduation from a standard high school and the completion of at least nine quarter hours of CADD course work from an accredited vocational/technical school or college.

Substitution of Experience for Education: Qualifying CADD experience in topographical mapping, roadway/structural planning, design, and/or drafting, GPS, roadway map preparation, or architectural planning may substitute for the required nine quarter hours of CADD course work on a month to month basis to a maximum of two months (e.g. experience equivalent to one month of full-time work in one or a combination of the above listed fields may substitute for four and one half quarter hours of the required education).

OR

Graduation from an accredited college or university with an associate's degree in Architectural Engineering Technology, Computer Drafting and Design, Civil Engineering Technology, Environmental Technology, or Geography.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN 2

SUMMARY: Under general supervision, is responsible for Geographic Information Systems (GIS) mapping work and/or Global Positioning Satellite (GPS) data processing work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working level class in the Geographic Information Systems Technician sub-series. An employee in this class inputs geospatial data into digitized databases and uses GIS software to create maps. This class differs from Geographic Information Systems Technician 1 in that incumbents of the latter perform entry level GIS mapping duties under immediate supervision. This class differs from Geographic Information Systems Supervisor 1 in that an incumbent of the latter functions as a first level supervisor.

MINIMUM QUALIFICATIONS

Education and Experience: Successful completion of at least two years of coursework (i.e., 90 quarter hours) from an accredited college or university and experience equivalent to one year in one or a combination of the following: 1) the creation of maps or reports using Geographic Information Systems software or hardware, or 2) software applications development for Geographic Information Systems.

Substitution of Experience for Education: Qualifying experience in one or a combination of the following areas may substitute for the required education, on a year for year basis, to a maximum of two years: 1) any geographical measurement work including, but not limited to computer aided drafting design, software applications development for Geographic Information Systems, or the creation of maps or related reports using Geographic Information Systems software or hardware, or 2) any information systems work including, but not limited to computer programming, database administration, or information systems analysis (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year (i.e., 45 quarter hours) of the required education).

OR

Education and Experience: Graduation from an accredited college or university with a bachelor's degree including at least twenty-seven quarter hours in CADD; civil engineering; community planning; database administration; geography; information systems analysis, and/or surveying and mapping sciences.

OR

Education and Experience: Education equivalent to a graduation from a standard high school and experience equivalent to three years in one or a combination of the following: 1) any geographical measurement work or 2) any information systems work. One year of the above listed experience must include the creation of maps or reports using Geographic Information Systems software or hardware, or software applications development for Geographic Information Systems.

OR

One year of experience as a Geographic Information Systems Technician or Geographic Information Systems Analyst with the State of Tennessee.

Necessary Special Qualifications: None.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

PROGRAMMER/ANALYST 3

SUMMARY: Under general supervision, is responsible for professional applications computer programming work of considerable difficulty and computer systems design work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the advanced working-level job class in the Programmer/Analyst series. An employee in this class independently or as a member of a project team, designs or modifies and codes complex business application programs for mainframe computer systems having major agency impact. This class differs from Programmer/Analyst 2 in that an incumbent of the latter independently designs or modifies and codes business application programs for a mainframe computer system having minor agency impact, or as a project team member assists in the design or modification and coding of business application programs for mainframe computer systems having major agency impact. This class differs from Programmer/Analyst 4 in that an incumbent of the latter leads a project team or provides technical support to Programmer/Analysts in the design, coding and implementation of new or modified complex business application programs for mainframe computer systems having major agency impact.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and two years of experience in one of the following areas: (1) systems design or programming business applications software for mainframe computers, or (2) systems design and programming of business applications for minicomputers or microcomputers.

OR

Substitution of experience for education: Professional level experience in one of the following areas may substitute for the required degree on a year-for-year basis to a maximum of four years, (1) systems design or programming business application for mainframe computers, or (2) systems design and programming minicomputers or microcomputers.

OR

Substitution of a specific associate's degree for the required bachelor's degree: Graduation from an accredited college or university with an associate's degree in business data processing (e.g., business data programming, business systems analysis, or computer accounting), management information systems, computer and information systems, computer servicing technologies, or other related field may substitute for the required bachelor's degree.

OR

One year of experience as a Programmer Analyst 2* with the State of Tennessee.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

